

CONDUCTING FIRE & EVACUATION DRILLS

(Required by Kansas Fire Prevention Code KSA 31-133(5) KSA 31-133(8) AND KAR 22-18-2)

PURPOSE: To practice the safe and swift removal of building occupants. Occupants should be instructed to walk and behave appropriately. (Each building has latitude in determining specifics for their fire drills.)

PREPARATION FOR FIRE DRILLS OR BUILDING EVACUATION (91-101/31/3.2.2)

A separate record shall be kept for each separate building.

Fill in the boxes at the top of the page with Building Name, City, and Telephone.

Exits shall be unlocked and unobstructed whenever the building is occupied.

In case of fire or smoke, EVACUATE THE BUILDING, and contact the local fire department immediately.

Facility staff shall be assigned specific responsibilities for notification and evacuation of the building.

A minimum of two different routes to take in the event one path is obstructed and a diagram showing both routes shall be posted in each room of the building. We recommend occasionally using the secondary evacuation routes.

Designate a safe area far enough from the building (50 feet minimum) to avoid the danger from fire, fire department operations and equipment, or from falling debris or explosion. If it is necessary to cross roads, facility staff or adult volunteers shall be provided to stop vehicle traffic.

At gatherings of over 300 occupants, special attention shall be given to seating and exit routes, tornado refuge area, and will be announced prior to the beginning of the event or printed in event programs.

DRILLS-BUILDING EVACUATION (KAR 22-18-2(a), 91-101/31-3)

After the alarm has sounded, building occupants should proceed in an organized manner to the nearest exit as quickly as possible using one of the two evacuation routes designated for their location. Staff shall account for occupants upon reaching the safe area.

Monitors shall verify that occupants have evacuated. Restrooms and other closed areas must be checked by sight and voice. (Mobility impaired people or staff shall be moved to areas of refuge with staff in attendance until areal emergency is determined and evacuation is necessary; and kitchen staff (if applicable) only may be given notice of a fire drill and adjust their procedures and work accordingly.)

TIME/FREQUENCY OF DRILLS (KAR 22-19-2 (a) & (b) 91-101/31-1.3.3, 91-101/31-3.1)

Drills shall be unannounced to simulate an actual fire.

Drills shall be conducted at different times of the day, during different activities, during class changes.

A minimum of one fire drill held each month during a building's normal hours of operation.

A minimum of three tornado drills will be conducted each year.

EQUIPMENT REQUIRED

Drills shall be initiated by use of the regular fire alarm system components.

All fire alarm equipment shall be checked a minimum of once annually.

The Office of the State Fire Marshal recommends using a different manual fire alarm pull station each month.

AFTER THE FIRE DRILL (KAR 22-18-2 (a))

If the facility is delinquent on drills, inspectors may request a drill at the time of Inspection.

Any fire alarm equipment found inoperable during drills shall be repaired **IMMEDIATELY!**

Please consult the Kansas Building Fire Safety Handbook for further information and requirements.

Fire safety Inspectors will be spot checking the previous year's drill records to verify correctness and completeness as they inspect your facility.

Office of the State Fire Marshal – Fire Prevention Division

FIRE DRILL RECORD

BUILDING NAME	CITY	TELEPHONE

FIRE DRILLS

Month	Date of Drill	Time of Day Drill Conducted	Evacuation Time	Number of Occupants (Staff & guests actually participating in the drill)	Manual Pull Station or Smoke Detector or Automatic Sprinkler Valve	Official's Signature/ Title
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
July						

TORNADO DRILLS

Month	Date of Drill	Time of Day Drill Conducted	Evacuation Time	Number of Occupants (Staff & guests actually participating in the drill)	Notification method	Official's Signature/ Title

POST IN A CONSPICUOUS LOCATION

When ALL REQUIRED DRILLS have been conducted, maintain the original or copy of the drill record
IN YOUR FILES ONLY, for a period not less than 5 years for future reference
and for verification by the Office of the State Fire Marshal.